



# Irondequoit Recreation

450 Skyview Centre Parkway, Suite 200, Rochester, NY 14622

Ph: 585-336-6070

Email: [Recreation@irondequoit.gov](mailto:Recreation@irondequoit.gov)

Website – <https://recreation.irondequoit.gov>

## Community Center Rental Application

450 Skyview Centre Parkway, Suite 200, Rochester, NY 14622

**THIS RESERVATION IS NOT VALID UNTIL APPROVED BY THE AUTHORIZED RECREATION DESIGNEE**

**AND PAID RECEIPT HAS BEEN ISSUED.**

The person named on the rental application should always be on the premises during rental and assumes all responsibility.

### Room Rental Reservation Schedule

Reservation Dates	Reservations Accepted Starting
January – April	1 <sup>st</sup> Monday in December
May – August	1 <sup>st</sup> Monday in April
September – December	1 <sup>st</sup> Monday in August

### SECTION 1 – APPLICANT INFORMATION \* MUST BE 21 OR OLDER \*

#### APPLICANT INFORMATION

RENTER'S NAME

ORGANIZATION/GROUP NAME (if applicable)

STREET ADDRESS

CITY

STATE

ZIP

DATE OF BIRTH

DAYTIME PHONE

CELL PHONE

E-MAIL ADDRESS

### SECTION 2 – RENTAL DETAILS

**A staff member will go over all rules and regulations with renters at check-in. The staff member will inspect the facility at the end of the rental to assess if any additional fees need to be charged.**

#### RENTAL DETAILS

**Desired Event Date(s) Please List Your Top 3 Choices:**

1) \_\_\_\_/\_\_\_\_/\_\_\_\_

2) \_\_\_\_/\_\_\_\_/\_\_\_\_

3) \_\_\_\_/\_\_\_\_/\_\_\_\_

**See Additional Page for  
Rental Rate Details  
(Resident/Non-Resident)  
(Non-Profit/In-Town Orgs.)**

#### Desired Room (Please Check)

☐ Genesee Room (Capacity 55)

☐ Gym 1/3 (Capacity 48)

☐ Gym Full (Capacity 132)

☐ Seneca Room (Capacity 89)

☐ Gym 2/3 (Capacity 85)

☐ Dining Room (Capacity 127)

☐ Party Combo Equipment (\$10)

☐ Turf

☐ Kitchen

#### Rental Time (Community Rms./Dining Rm./Gym/Turf 1 hr. min)

RENTAL TIME FROM:  <input type="checkbox"/> am <input type="checkbox"/> pm	RENTAL TIME TO:  <input type="checkbox"/> am <input type="checkbox"/> pm	ACTUAL TIME OF EVENT: FROM:  <input type="checkbox"/> am <input type="checkbox"/> pm	ACTUAL TIME OF EVENT: TO:  <input type="checkbox"/> am <input type="checkbox"/> pm
ESTIMATED ATTENDANCE		PURPOSE OF FACILITY USE:	

Date Entered into System: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Payment Type: \_\_\_\_\_

**Please turn over for Rules and Regulations**



# Community Center Rules and Regulations

Please Read Carefully and Sign – Must be 21 or older for rentals.

1. Rooms will be available at the rental start time. Rooms will be closed at the time indicated as departure time. **Any extension of this time will result in additional fees.** The renter must take into consideration set-up and clean-up when making rental reservation. Renter must Check In/Check Out with Staff member at arrival/departure.
2. The use of this facility is not to be used for personal gain, fundraisers, or ticketed events.
3. Protective table coverings are **highly recommended** to not damage/stain the tables.
4. Irondequoit Community Center is a non-smoking facility. Alcoholic beverages are not allowed.
5. Trash receptacles will be available for your disposable. Extra liners may be requested from staff.
6. No tape, tacks, etc. are to be used on the walls, windows, or woodwork. **The use of helium balloons, confetti/glitter and piñatas are prohibited in all areas.** No decorations are to be tied, taped, wrapped, or wired to the ceiling.
7. All rooms are to be left in the manner in which they are found. **The security deposit will be forfeited for rooms not left in a reasonable manner or for any damage done to the room or equipment.**
8. One candle is permitted on birthday treat. No candles/sternos are allowed in the room for decorations due to smoke detectors.
9. Food and beverages are allowed in the Community Rooms and Dining Room but must always remain in these rooms. No food or drink is allowed in the Gymnasium and Turf.
10. **It is essential that all children are under adult supervision at all times. Renters are required to maintain a Child/Adult ratio of 10:1 for children aged 14 years and younger during rentals. Additionally, party guests are expected to remain within the designated rental area throughout the duration of the event.**
11. Renter is responsible for light sweeping. For large spills or debris, please contact a staff member.
12. Renter is responsible for arranging provided tables and chairs as they wish inside the room. No tables or chairs are permitted to be taken outside of the room.
13. Renter may have use of the refrigerator (if applicable) – all items must be removed at end of rental and the refrigerator must be left clean.
14. Community Center staff asks that you be mindful of others using the building and keep the noise at a respectable level. No music should be heard outside of the rented room. Any music used may not include offensive language.
15. The Community Center is not responsible for any lost items. It is highly recommended that someone always stay in the room. Storage space is not available for groups.
16. Bounce houses/inflatables of any kind are prohibited.
17. All rules governing the use of the Community Center will be strictly enforced. **Failure to adhere to any of these rules may result in loss of rental privileges.** There are additional rules for Gymnasium/Turf use, including equipment guidelines.
18. All applications must be received with full payment. No reservation is confirmed until a receipt has been issued by the Recreation office.
19. Any changes to reservation must be made at least 5 business days (Mon.-Fri.) prior to the event.
20. Cancellations will be assessed with a \$10.00 processing fee. No refunds will be made for cancellations less than 10 business days (Mon.-Fri.) prior to the event. Any cancellation must be submitted in writing to: recreation@irondequoit.gov
21. To ensure equitable use of facilities, Community Center staff reserve the right to determine to whom rental agreements are issued, to revoke said rental agreements, determine privileges for future rentals, and has complete jurisdiction over all town property.

***By signing below, I agree to follow all policies/ procedures and to the best of my knowledge have provided true and accurate information. Guests will be asked to sign a waiver when arriving at the Community Center.***

Signature of Applicant

Date

Please submit all facility applications to: Irondequoit Recreation, 450 Skyview Centre Parkway, Suite 200, Rochester, NY 14622 or email to: recreation@irondequoit.gov. Confirmation of your reservation will be e-mailed to you so please provide an email address.



## Irondequoit Recreation

### Rental Times:

**Saturday:** 8:00am – 5:30pm

**Sunday:** 10am-3:30pm

**Weekdays:** 7:00am-7:30pm (Dining Room 3:00pm-7:30pm)

**\*\*\$50 Refundable Security Deposit Charged with Rental Fee\*\***

## Community Center Rental Fees and Amenities

Please plan sufficient rental time for set-up/clean-up.

Room	Fire Code Capacity	Resident Rate	Non-Resident Rate	Amenities
Genesee Room 831 sq. ft.	55	\$50/hr. first 2 hrs. \$30 each additional hr.	\$60/hr. first 2 hrs. \$40 each additional hr.	9 Rectangle Tables (6ftx2ft) 28 Chairs Fridge, Sink, Counter Screen
Seneca Room 1,336 sq. ft.	89	\$70/hr. first 2 hrs. \$50 each additional hr.	\$80/hr. first 2 hrs. \$60 each additional hr.	9 Rectangle Tables(6ftx2ft) 34 Chairs Fridge, Sink, Counter Screen
Dining Room 1,908 sq. ft.	127	Mon.-Thurs. \$95/hr. first 2 hrs. \$70 each additional hr.	Mon.-Thurs. \$125/hr. first 2 hrs. \$95 each additional hr.	11 Round Tables 4 Rectangle Tables 83 Chairs Skylight Podium Screen Fridge/Sink/Full Kitchen (Premium)
		Fri.-Sun. \$115/hr. first 2hrs. \$80 each additional hr.	Fri.-Sun. \$145/hr. first 2 hrs. \$105 each additional hr.	
		\$100 Flat Rate Kitchen Option \$100 refundable security deposit	\$100 Flat Rate Kitchen Option \$100 refundable security deposit	

## Gymnasium/Turf Rental Fees and Amenities

No hardballs, bats, outside equipment, or inflatables permitted.

Room	Fire Code Capacity	Resident Rate	Non-Resident Rate	Amenities
Gymnasium 1/3 2,385 sq. ft	48	\$30/hour	\$45/hour	1 Pickleball Court 1 Basketball Hoop
Gymnasium 2/3 4,240 sq. ft	85	\$45/hour	\$60/hour	2 Pickleball Courts Half-Court Basketball w/ 1 Hoop
Gymnasium Full 6,625 sq. ft	132	\$65/hour	\$80/hour	3 Pickleball Courts Full Court Basketball
Indoor Turf 3067 sq. ft	62	\$60/hour	\$70/Hour	Turf field



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### Party Combo Rate

#### Rental Times:

**Saturday:** 10am – 1pm (Turf or Gym 11am-1pm) or 2pm – 5pm (Turf or Gym 3pm-5pm)

**Sunday:** 12pm – 3pm (Turf or Gym 1pm – 3pm)

**Weekdays:** 7:00am-7:30pm (Dining Room 3:00pm-7:30pm)

Please plan sufficient rental time for set-up/clean-up.

Room	Fire Code Capacity	Resident Rate	Non-Resident Rate	Details
Genesee or Seneca Room and Gymnasium or Turf	Varies	15% Discount	15% Discount	<ul style="list-style-type: none"> <li>Approved bag of Equipment \$25 add on</li> <li>Nerf Equipment (blasters, darts, safety goggles) \$50 add on</li> </ul>

### Non-Profit 501c3/In-Town Organizations

#### Rental Times:

**Saturday:** 8:00am – 5:30pm

**Sunday:** 10am-3:30pm

**Weekdays:** 7:00am-8:00pm (Dining Room 3:00pm-8:00pm)

Mon.-Thurs.	Rental Rate	Fri.-Sun.	Rate
Room	Non-Profit/ In-Town Organization	Room	Non-Profit/ In-Town Organization
Genesee Room	\$25/hr. first 2 hrs. \$15 each additional hr.	Genesee Room	20% discount on room rate
Seneca Room	\$35/hr. first 2 hrs. \$20 each additional hr.	Seneca Room	20% discount on room rate
Gymnasium	15% off rental rate	Gymnasium	20% discount on rental rate
Turf	15% off rental rate	Turf	20% discount on rental rate
Dining Room	\$65/hr. first 2 hrs. \$25 each additional hr. \$50 flat rate Kitchen option	Dining Room	20% discount on rental rate